



ROLE PROFILE

Role Title:	Governance Solicitor
Service:	Legal & Democratic Services
Directorate:	Transformation and Resources
Accountable to:	Director of Law & Governance
Grade:	SM1
Car Category:	Casual
Work Style:	Flexible Office Based Worker

Purpose of role

Working closely with the Monitoring Officer (MO) and Deputy Monitoring Officer (DMO) to ensure that West Lancashire Borough Council is able to fulfil its statutory, legal and constitutional obligations under the relevant local government legislation. This includes:

- With the MO and DMO lead on the successful implementation of Local Government Reorganisation.
- Support and provide guidance on governance matters and ethical governance, such as the Council's Constitution and Schemes of Delegation to the Executive and Corporate Management Teams, Committees, Councillors and Officers.
- Support the MO & DMO in their statutory duties including Local Government Reorganisation, Standards, Whistleblowing, SIRO. Audit and Governance
- Support and provide advice in relation to adherence to legal and constitutional implications and decision-making processes including reviewing, signing off and providing advice to all decision-making reports and Delegated Decision Notices
- Attend, provide Governance and Legal Advice at Council, Policy & Resources, Communities and Environment and other Council Committees





- Advise on the Council's Compliance with Equality duties in all areas of decision-making, ensuring that the Executive and Corporate Management Teams, Committees and senior officers fulfil the Public Sector Equality Duty when taking decisions.
- Manage a varied caseload including governance, regulatory and equality related matters as well as general legal matters including litigation, housing and licensing.
- Lead on regulatory and standards complaints
- Manage risk and provide strategic legal insight across council services
- To offer direct support to, and assist in all aspects of the work of, the Director of Law and Governance (Monitoring Officer), in providing a comprehensive, proactive and cost effective, professional Legal Service to the Council
- To take an active role in assisting the Director of Law and Governance (MO) in fulfilling that function, undertaking such duties as are arranged.
- To establish and deliver the corporate objectives as part of the Executive and Corporate Management Team, embed a One Council approach and inspire others to reach their potential
- To lead on the provision of accurate specialist legal advice for all key Council decisions
- To play a key role in the Council's corporate management team and executive management team providing specialist legal advice in relation to all decisions and deputising for the Director of Law and Governance and/or Assistant Director of Law and Governance in their absence
- To assist the Assistant Director of Law and Governance with the role of Senior Information Risk Officer on behalf of the organisation
- To assist with the day to day responsibility for the delivery of the Audit, Risk, Information Governance work provided via the external provider.
- To assist with the delivery of Insurance Services.

Key Objectives

1	To Assist the Director of Law and Governance with the successful delivery of Local Government Reorganisation delivering specialist legal advice on governance and public law issues
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2	To prepare and conduct complex cases (including advocacy) in the Magistrates' Court, the County Court, the High Court and at Tribunals or Inquiries and to provide advice and support across a range of legal matters to other services, liaising with senior officers and members as appropriate.
3	To assist the MO and DMO in relation to all related duties including running and being responsible for Standards Investigations/Updating the Constitution including the scheme of delegation and proper officer provisions, drafting and reviewing reports for Committees.
4	To assist the Director of Law and Governance (MO) in fulfilling that function, undertaking such duties as are arranged which include assistance with Standards, Governance, RIPA and Whistleblowing issues.
5	Supervise litigation with governance implications and provide advice to the MO, DMO, and other officers as and when required
6	To ensure that the Council is advised regarding the implications of all new and current legislation, regulations, judicial decisions etc., which may affect any of the Council's operations.
7	To attend and advise at such Committees, Sub-Committees, Working Parties and meetings as allocated by the Director of Law and Governance including full Council and Policy and Resources Committee, Standards Committee and other service committees, to settle all officer reports to be considered at these meetings and to ensure the correct preparation of all legal documentation required to implement decisions arising therefrom.
8	To supervise and manage the staff for whom the post holder is responsible for and, as requested by the Director of Law and Governance or Assistance Director of Law and Governance, to allocate work and monitor performance of staff, so as to provide cost effective and efficient legal services of the highest professional standard.





9	As required by the Director of Law and Governance to liaise with appropriate external agencies, Authorities, Professional and Government bodies to facilitate improved legal services and to keep up to date with developments in Local Authority legal matters.
10	To assistive with the role of Senior Information Risk Officer on behalf of the organisation, ensuring compliance with statutory duties and providing assurance to the Chief Executive relating to the effective management of these information risks.
11	To undertake personally more complex legal matters as are allocated by the Director of Law and Governance or Assistant Director of Law & Governance such matters including (but not limited to) contested litigation, housing, environmental health and licensing.
12	To assist with the day-to-day responsibility for the delivery and supervision of the Audit, Risk, Information Governance work provided via the external provider.
13	To assist with the day-to-day responsibility for the delivery and supervision of Insurance Services.
14	To undertake special projects as and when required by the Director of Law and Governance.
15	To provide leadership to other legal/governance staff always ensuring that their objectives are commensurate with service and corporate goals. To assist the Director of Law and Governance in ensuring that staff of appropriate calibre are recruited, trained and developed to maximise performance and to provide for succession and continuity and to conduct development review interviews.
16	Reporting to the Director of Law and Governance, to play a full role as a member of the Legal Services Management Team and to assist in the development of IKEN (Case Management Software) and performance indicators.
17	To deputise for the Director of Law and Governance and Assistant Director of Law and Governance when required.







Scope

This role is a key part of the Council's governance team and will assist the statutory posts of Monitoring Officer and Deputy Monitoring Officer and Senior Information Risk Officer on behalf of the organisation, ensuring compliance with statutory duties, governance requirements and providing assurance to the Chief Executive, Director of Law and Governance MO relating to the effective management of these information and governance risks.

The post holder will assist the Director of Law and Governance ensuring the successful delivery of Local Government Reorganisation.

The post holder will provide support to the Director of Law and Governance, working closely with Directors, Assistant Directors, Service Managers and Heads of Service. They will ensure that the council has a high standard of legal and democratic practice, information governance and that there is transparency of reporting. They will also work with partner organisations in the delivery of solutions and/ or initiatives.

The post holder will assist with the day-to-day management and delivery responsibilities in relation to the outsourced Audit, Risk Management, Information Governance services.

The post holder will assist with the day-to-day management and delivery responsibilities in relation to Insurance Services.

Work Profile

1. Strategy

The post holder will take a lead contributory role in developing, implementing and reviewing strategies and procedures for the services that fall within their remit. This will include a contribution to maintaining and updating the Council's Constitution, together with associated processes and systems. They will also contribute, as part of the legal management team, to council-wide strategies, including corporate planning and the People Plan.

2. Performance

With the Director of Law & Governance they will be responsible the successful delivery of Local Government Reorganisation.





They will have responsibility for ensuring that due process is followed and appropriate standards are adhered to and assist and deliver the handling of related processes, including Standards, Codes of Conduct, complaints against Councillors, training, advising parishes, whistleblowing reports and promoting good governance.

They will assist with information risk management, particularly in relation to data protection, confidentiality, availability, and security of information across the Council. The SIRO exists to ensure that information risks are understood, managed, and owned at a senior level, and that the organisation can demonstrate accountability for how it handles information.

The post holder will be accountable to the Director of Law and Governance for the performance of the service functions within their remit. They will take a proactive and solution-focused approach in managing underperformance of individuals, teams or whole services. They will actively monitor and report on performance using agreed key performance indicators plus any appropriate service-level measures to ensure the effective management of their services, including responsibility for compliance in meeting regulators' standards. They will be responsible for ensuring that their service functions are routinely benchmarked against industry standards and set appropriate targets that stretch performance.

They will contribute to the overall performance of the organisation through their role.

3. Service Quality

The post holder is responsible and accountable for the quality of the services within their remit and will be held to account by the Director of Law and Governance, who is their line manager. They will be responsible for the continuous improvement of their service functions and for upholding and championing agreed standards.

4. Resource Management

As Governance Solicitor, they are accountable for ensuring that standards are upheld and due process is adhered to.

As assist to the Senior Information Risk Officer they are accountable for ensuring that information risks are understood, managed, and owned at a





senior level, and that the organisation can demonstrate accountability for how it handles information.

They are responsible and accountable for their functional elements of the services' budgets, and for the equipment, vehicles and machinery used by their teams, but will be expected to take lead responsibility for these.

5. Supervision and Management

The post holder will assist the Director of Law and Governance and the Deputy Director of Law and Governance with the line management responsibility for their direct reports

6. Culture

The post holder will support the development of a positive organisational culture that is outward looking, evidence based and customer focused.

The post holder will promote equality of opportunity in the delivery of the duties of the role. They will provide visible authentic leadership and lead by example, upholding the organisation's values and standards.

7. Communications

The post holder will have a lead role in communicating with directorates and services at all levels, in ensuring good standards of legal practice, sound judgement and decision-making and ensuring consistent application of standards

The post holder will have regular (often daily) contact with Elected Members, members of Corporate Management Team, partner organisations, and their service manager's external professional contacts.

The post holder will have regular (often daily) contact with Chief Executives, Deputy Chief Executives, members of the Executive and Corporate Management teams and service managers of other local authorities and represent the authority at meetings regarding the implementation of Local Government Reorganisation.

They will have frequent contact with members of the public including local businesses and with Human Resources, Trade Unions, regional bodies and external auditors. They will be expected to write detailed reports for





committees, some of which may include technical detail that needs to be translated for the layperson and often incorporating sensitive information. They will also come into contact with personal information relating to employees and residents and will need to exercise their responsibilities in handling this information appropriately

8. Commitment

Employees whose posts are graded above scp 43 are expected to undertake duties outside of normal working arrangements and will not normally receive additional payments as this is a recognised feature of their post.

9. Risk Management

The post holder will be expected, as a member of the Corporate Management team to contribute effectively to the identification, management of corporate risks. They will be responsible for the effective management and mitigation of risks within their own services, reporting on actions taken and escalating to the Chief Operating Officer when necessary.

The post holder will identify any major corporate risks that they encounter during the execution of their role and report these to their line manager promptly. They will work with the directorate and service that they support to identify, manage and mitigate any risks pertaining to the legal aspects of service delivery.

10. Working conditions

The post is office-based but may involve frequent travel to other sites to undertake the duties of the post.

11. Equal Opportunities

The Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

12. Customer Focus

To meet the Council's Standards of Customer Care at all times.





13. Core Tasks

To undertake any other duties which may be required within the needs of the service that are commensurate with the grade.

14. Health & Safety

All employees have a responsibility for their own health & safety and that of others while undertaking their duties. Employees have a general duty to assist the Council in implementing its general statement on health & safety policy.

15. Legislation

To comply with Data Protection legislation and all other relevant and applicable statutory legislation together with Council policies and procedures

16. Training & Development

To comply with the Council's policies and practices relating to training and development, including a regular development appraisal.

17. I.T.

The post holder is expected to comply with the Council's policies and practices relating to use of I.T. and equipment.

18. Environmental Improvement

The Council is committed to improving the environment, including climate change, both within the council through its delivery of services and management of sites and in the borough through its influence. We expect all employees to understand and enact positive environmental change within their role.

19. Politically Restricted

This is a politically restricted post (see Section 2 Local Government and Housing Act, 1989)





PERSON SPECIFICATION

In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder's knowledge and skills should be specified

PERSON SPECIFICATION	Examples specific to role	Required		Method of Assessment Application (A) Interview (I), Testing (T), Reference (R)
		Essential	Desirable	
SKILLS AND KNOWLEDGE Technical knowledge and qualifications	To be a qualified Solicitor or Barrister	X		A
	To have had substantial post admission local government experience	X		A, I
	To have had experience of working as a Monitoring Officer or Deputy Monitoring Officer or be able to demonstrate having undertaken substantive work in connection with the duties of a Monitoring Officer including Standards, Governance, SIRO, FOI/DP, RIPA and/or Whistleblowing Issues	X		A, I
	To have had experience of working/assisting as a Senior Information Risk Officer Deputy Senior Information Risk Officer or be able to demonstrate having undertaken work in connection with the duties of a Senior Information Risk Officer, in relation to Information Governance or Data Protection	X		A, I
	To have extensive experience of conducting cases before the civil and criminal courts, including trials	X		A, I
	To have significant experience of		X	A, I





	<p>working in a local government legal office and undertaking legal work such as Litigation, Housing, Licensing Property and Contracts</p> <p>To have a proven track record of successful contribution to corporate management and participation in the formulation of corporate objectives, policies and strategies using a range of creative inputs and imaginative thinking</p> <p>To have had substantial post admission local government experience at a senior level including advising at Council, the Cabinet or other principal Committee</p> <p>To hold a current Driving Licence or have equivalent mobility and access to transport.</p> <p>To have a sound knowledge of local government legislation. and practice together with a high-level knowledge and understanding across a number of local authority disciplines</p> <p>To have the ability to undertake highly complex work requiring high level knowledge and skill in a range of specialist disciplines including an awareness and understanding of the democratic and political processes of the Council.</p>			
		X	X	A.I
		X		A.I
		X		A.I
		X		A.I
		X		A.I
Planning and organising work	<p>Able to operate independently, managing conflicting priorities effectively</p> <p>Ability to lead and team and line manage others, with effective resource planning skills</p> <p>Methodical and well organised, with a commitment to providing a quality service and attention to detail</p>	X		A, I, T
		X		A, I
		X		A, I, T





Planning capacity and resources	To have had experience of planning, managing and co-ordinating the work of groups of staff carrying out diverse roles from different disciplines and professional backgrounds and across a range of activities to ensure the delivery of a major Council service	X		A, I
	Able to lead and manage large teams, utilising a flexible and resilient approach to workforce planning	X		A, I
	Delivery of results under pressure	X		A, I
	Planning for long-term projects & deliverables	X		A, I
Influencing and interpersonal skills	Ability to work effectively with Elected Members, senior managers, outside bodies	X		A, I
	Ability to think strategically and creatively to analyse complex problems and provide effective and innovative solutions to them	X		A, I
	The ability to negotiate and formulate solutions for a diverse range of services on a range of complex and contentious matters	X		A, I
	Professionalism and credibility that establishes and maintains the confidence of Elected Member, local communities, employees and external partners/ stakeholders	X		A, I
PROBLEM-SOLVING Using initiative to overcome problems	Ability to work strategically and operationally, to identify a range of appropriate solutions to issues and problems.	X		A, I
Managing risk	Ability to consider and assess risks associated with the services and the	X		A, I





	Council's wider operations, undertaking risk assessments as required. Ability to identify mitigating measures that may be implemented to minimise risk	X		A, I
Managing change	Ability to review team performance along with wider service performance and seek to continuously improve through implementation of changes on a regular basis. Ability to lead, manage and promote change in a positive manner to others	X X		A, I A, I
ACCOUNTABILITY and RESPONSIBILITY Undertakes tasks without supervision	Ability to work independently and take ownership of key responsibilities of the post	X		A, I
Other	Commitment to Equality Commitment to Health & Safety Satisfactory Baseline Personnel Security Standard Check Commitment to Environment	X X X		A, I A, I Document Checks (includes Basic DBS)

COMPETENCIES REQUIRED – All post holders must be able to comply with the Council's Expected Behavioural Standards which include:

- Putting customers first;
- Being positive and adaptable;
- Taking responsibility and achieving results;
- Working together;
- We do what we say we will do when we say we will do it.

In addition, for those posts with management responsibilities the Expected Behavioural Standards will include:

- Service delivery and change management;
- Financial and resource management;





- **Leading, motivating and developing.**

Other information

- able to travel to meet service delivery requirements
- available to undertake work outside of normal working hours

Signed Line Manager	Signed Head of Service	
Print Line Manager	Print Head of Service	Date

